

March 26, 1970

FEDERAL PROPERTY MANAGEMENT REGULATIONS
AMENDMENT H- 52

TO : Heads of Federal Agencies

SUBJECT: Revision of Subchapter H - Utilization and Disposal

1. Purpose. This amendment transmits new pages to Subchapter H - Utilization and Disposal, concerning the identification of unneeded Federal real property.

2. Effective date. This amendment is effective April 10, 1970.

3. Explanation of changes. This amendment of Part 101-47 implements section 2 of Executive Order 11508, dated February 10, 1970. The significant changes are:

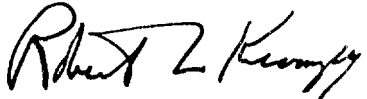
a. Subpart 101-47.8, Identification of Unneeded Federal Real Property, is added.

(1) Section 101-47.800 is added to set forth the responsibilities of the Administrator of General Services and the heads of executive agencies in accomplishing the functions contained in section 2. It also prescribes that, for the present, the application of this subpart shall be limited to fee-owned real properties and supporting leaseholds and lesser interests located within the States of the United States, the District of Columbia, the Commonwealth of Puerto Rico, and the Virgin Islands.

(2) Section 101-47.801 is added to prescribe the standards to be used in identifying unneeded Federal real property.

(3) Section 101-47.802 is added to prescribe procedures to be followed by executive agencies in reviewing their real property holdings and to provide for General Services Administration surveys of such holdings. It should be noted that § 101-47.802(a)(3)(iii) provides that, whenever feasible, an executive agency relocate its facilities when it is determined the present property is not being put to its optimum use. The President has endorsed legislation which will include authority for use of receipts from sales of Federal surplus real property to accomplish such relocation.

b. Section 101-47.4914 is added to illustrate Executive Order 11508.


ROBERT L. KUNZLE
Administrator of General Services

Attachment

FILING INSTRUCTIONS AND NOTES

Remove Pages

ix Contents of Subchapter H
4737
4795-4796

Insert Pages

ix Contents of Subchapter H
4737-4741
4795-4798

(a) On each page appears the number and date (month and year) of the FPMR Amendment which transmitted it.

(b) Retention of FPMR Amendments and removed pages will provide a history of FPMR issuances and facilitate determining which regulations were in effect at particular times.

(c) Arrows printed in the margin of a page indicate material changed, deleted, or added by the FPMR Amendment cited at the bottom of that page. Where insertion of new material results in shifting of unchanged material on following pages, no arrows will appear on such pages but the FPMR Amendment transmitting such new pages will be cited at the bottom of each page.

→ or ← — Line on which change begins.

→ or ← — Line on which change ends.

→ or ← — Line on which change both begins and ends.

→ or ← — Opposite a blank space, indicates deletion of a division of material (section, subsection, or paragraph).

(d) In the numbering system, all FPMR material is preceded by digit 101-. This simply means that it is Chapter 101 in Title 41 of the Code of Federal Regulations. It has no other significance. The digit(s) before the decimal point indicates the part; the digits after the decimal point indicate, without separation, the subpart and section, respectively, the latter always in two digits; and the digit(s) after the dash indicates the subsection. For example:

CHAPTER	PART	SUBPART	SECTION	SUBSECTION
101	3	603	2	

Sec.		Sec.	
101-47.503-3	Abandonment or destruction without notice.	101-47.4902-4	Instructions for the preparation of Standard Form 118, and Attachments, Standard Forms 118a, 118b, and 118c.
	Subpart 101-47.6—Delegations	101-47.4903	GSA Form 1100, Report of Surplus Real Property Disposals and Inventory.
101-47.600	Scope of subpart.	101-47.4903-1	[Deleted]
101-47.601	Delegation to Department of Defense.	101-47.4904	GSA Form 1334, Request for Transfer of Excess Real Property and Related Personal Property.
101-47.602	Delegation to the Department of Agriculture.	101-47.4904-1	Instructions for preparation of GSA Form 1334, Request for Transfer of Excess Real Property and Related Personal Property.
101-47.603	Delegation to the Department of the Interior.	101-47.4905	Extract of statutes authorizing disposal of surplus real property to public agencies.
101-47.604	Delegation to the Department of the Interior and the Department of Health, Education, and Welfare.	101-47.4906	Sample notice to public agencies of surplus determination.
	Subpart 101-47.7—Conditional Gifts of Real Property to Further the Defense Effort	101-47.4906-1	Sample letter for transmission of notice of surplus determination.
101-47.700	Scope of subpart.	101-47.4906a	Attachment to notice sent to zoning authority.
101-47.701	Offers and acceptance of conditional gifts.	101-47.4906b	Paragraph to be added to letter sent to zoning authority.
101-47.702	Consultation with agencies.	101-47.4907	List of Federal real property holding agencies.
101-47.703	Advice of disposition.	101-47.4908	Bureau of the Budget Circular No. A-2.
101-47.704	Acceptance of gifts under other laws.	101-47.4909	Memorandum of the President dated May 21, 1956.
	Subpart 101-47.8—Identification of Unneeded Federal Real Property	101-47.4910	Field offices of Department of Health, Education, and Welfare to receive notices of availability.
101-47.800	Scope of subpart.	101-47.4911	Outline for explanatory statements for negotiated sales.
101-47.801	Standards.	101-47.4912	Field offices of Department of the Interior, Bureau of Outdoor Recreation.
101-47.802	Procedures.	101-47.4913	Outline for protection and maintenance of excess and surplus real property.
	Subparts 101-47.9—101-47.48 (Reserved)	101-47.4914	Executive Order 11508.
	Subpart 101-47.49—Illustrations		
101-47.4900	Scope of subpart.		
101-47.4901	[Reserved.]		
101-47.4902	Standard Form 118, Report of Excess Real Property.		
101-47.4902-1	Standard Form 118a, Buildings, Structures, Utilities, and Miscellaneous Facilities.		
101-47.4902-2	Standard Form 118b, Land.		
101-47.4902-3	Standard Form 118c, Related Personal Property.		

IDENTIFICATION OF UNNEEDED FEDERAL REAL PROPERTY

101-47.801(b)(10)

Subpart 101-47.8—Identification of Unneeded Federal Real Property

§ 101-47.800 Scope of subpart.

This subpart is designed to implement section 2 of Executive Order 11508 (see § 101-47.4914) which provides that the Administrator of General Services shall (a) establish uniform standards and procedures for the identification of property that is not utilized, is underutilized, or is not being put to its optimum use; (b) survey property holdings of all executive agencies to identify any such properties in those categories; and (c) report any properties so identified which, in the judgment of the Administrator, should be reported as excess property. Section 2 of Executive Order 11508 also provides that the heads of executive agencies shall conform their policies, regulations, and practices to the provisions of the standards and procedures established by the Administrator of General Services. The terms "executive agency," "property," and "excess property" as used in this subpart are defined in Executive Order 11508. The provisions of this subpart are presently limited to fee-owned properties and supporting leaseholds and lesser interests located within the States of the United States, the District of Columbia, the Commonwealth of Puerto Rico, and the Virgin Islands. The scope of this subpart may be enlarged at a later date to include properties in additional geographical areas and other interests in property.

§ 101-47.801 Standards.

Each executive agency shall use the following standards in identifying unneeded Federal property.

(a) *Definitions.*—(1) *Not utilized.* "Not utilized" means an entire property or portion thereof, with or without improvements, not occupied for current program purposes of the accountable executive agency, or occupied in caretaker status only.

(2) *Underutilized.* "Underutilized" means an entire property or portion thereof, with or without improvements:

(i) Which is used only at irregular periods or intermittently by the accountable executive agency for current program purposes of that agency; or

(ii) Which is used for current program purposes that can be satisfied with only a portion of the property.

(3) *Not being put to optimum use.* "Not being put to optimum use" means an entire property or portion thereof, with or without improvements, which:

(i) Even though utilized for current program purposes of the accountable executive agency is of such nature or value, or is in such a location that it could be utilized for a different significantly higher and better purpose; or

(ii) The costs of occupying are substantially higher than would be applicable for other suitable properties that could be made available to the accountable executive agency through transfer, purchase, or lease with total net savings to the Government after consideration of property values as well as costs of moving, occupancy, and efficiency of operations.

(b) *Guidelines.* The following general guidelines shall be considered by each executive agency in its annual review (see § 101-47.802):

(1) Is the property being put to its highest and best use?

(i) Consider such aspects as surrounding neighborhood, zoning, and other environmental factors; and

(ii) Is present use compatible with State, regional, or local development plans and programs?

(2) Are operating and maintenance costs excessive?

(3) Will contemplated program changes alter property requirements?

(4) Is all of the property absolutely essential for program requirements?

(5) Will local zoning provide sufficient protection for buffer zones thereby enabling the release of a portion of the property?

(6) Are buffer zones kept to an absolute minimum?

(7) Is the present property inadequate to serve contemplated future programs?

(8) Can net savings be realized through relocation considering property values, costs of moving, occupancy, and increased efficiency of operations?

(9) Have developments on adjoining nonfederally owned land or public access or road rights-of-way granted across the Government-owned land rendered the property or any portion thereof unsuitable or unnecessary for program requirements?

(10) If Federal employees are housed in Government-owned residential property, can the local market provide the

101-47.801(b)(10)

necessary housing and other related services, thereby enabling the Government-owned housing area to be released?

(11) Can the land be disposed of and program requirements satisfied through reserving rights and interests to the Government in the property released?

(12) Is a portion of any property being retained primarily because the present boundaries are marked by the existence of fences, hedges, roads, and utility systems?

(13) Is any land being retained merely because it is considered undesirable property due to topographical features or encumbrances for rights-of-way?

(14) Is land being retained merely because it is landlocked?

(15) Is there land, or space in Government-owned buildings, which can be made available for utilization by others on a temporary basis?

§ 101-47.802 Procedures.

(a) *Executive agency annual review.* Commencing with fiscal year 1971, each executive agency shall make an annual review of its property holdings, which review, to the extent of the properties covered by the review, also shall constitute compliance with the annual review requirements of BOB Circular No. A-2, revised (see § 101-47.4908).

(1) In making such annual reviews, each executive agency shall use the standards set forth in § 101-47.801 in identifying property that is not utilized, is underutilized, or is not being put to its optimum use.

(2) A written record of the review of each individual facility shall be prepared, and a copy of the review record shall be made available to the GSA survey representative at the time of the survey of each individual facility. The written review record shall contain comments relative to each of the above guidelines.

(3) Each executive agency shall, as a result of its annual review, determine, in its opinion, whether any portion of its property is not utilized, is underutilized, or is not being put to optimum use. With regard to each property, the following actions shall be taken:

(i) When the property or a portion thereof is determined to be not utilized, the executive agency shall:

(A) Initiate action to release the property; or

(B) Hold for a foreseeable future program use upon determination by the

head of the executive agency. Such determination shall be fully and completely documented and the determination and documentation kept available for GSA review (see § 101-47.802(b)(3)(ii)(B)). If property of this type which is being held for future use can be made available for temporary use by others, the executive agency shall notify the appropriate regional office of GSA before any permit or license for the use is issued to another Federal agency or before any out-lease is granted by the executive agency. GSA will advise the executive agency whether the property should be permitted to another Federal agency for temporary use and will advise the executive agency the name of the Federal agency to whom the permit shall be granted.

(ii) When the property is determined to be underutilized, the executive agency shall:

(A) Limit the existing program to a reduced area and initiate action to release the remainder; or

(B) Shift present use imposed on the property to another property so that release action may be initiated for the property under review.

(iii) When, based on an indepth study and evaluation, it is determined that the property is not being put to its optimum use, the executive agency shall relocate the current program whenever a suitable alternate site, necessary funding, and legislative authority are available to accomplish that purpose. When the site, funding, or legislative authority are not available, a special report shall be made to the appropriate regional office of GSA for its consideration in obtaining possible assistance in accomplishing relocation.

(b) *GSA survey.* Pursuant to section 2(2) of Executive Order 11508, GSA will conduct, on a continuing basis, a survey of real property holdings of all executive agencies to identify properties which, in the judgment of the Administrator of General Services, are not utilized, underutilized, or not being put to their optimum use.

(1) Surveys by GSA of the real property holdings of all executive agencies will be conducted by officials of the regional offices of GSA for the property within the geographical area of each region.

(i) The head of the field office of the agency having accountability for the facility will be notified in advance of a scheduled GSA survey and furnished at that time with copies of these regulations.

101-47,801(b)(5)

(ii) The head of that field office shall arrange for an appropriate official of the executive agency having necessary authority, and who is sufficiently knowledgeable concerning the property and current and future program uses of the property, to be available to assist the GSA representative in his survey.

(2) Upon completion of the survey by the GSA representative, preliminary findings will be discussed with the executive agency official designated pursuant to § 101-47.802(b)(1). When completed, a copy of the GSA survey report will be provided to that official.

(3) To facilitate the GSA survey, executive agencies shall:

(i) Cooperate fully with GSA in its conduct of the surveys; and

(ii) Make available to the GSA survey representative records and information pertinent to the description and to the current and proposed use of the property such as:

(A) Brief description of facilities (number of acres, buildings, and supporting facilities);

(B) The most recent utilization report or analysis made of the property including the written record of the annual review made by the agency, pursuant to § 101-47.802(a), together with any supporting documents;

(C) Maps, drawings, and lay-out plans;

(D) Plans of use; and

(E) Agency use criteria.

(4) Upon receipt of notification of the pending GSA survey, the executive agency shall initiate action immediately to provide the GSA representative with an escort into classified or sensitive areas or to inform that representative of steps that must be taken to obtain necessary special security clearances or both.

(5) A copy of the completed GSA survey report will be forwarded by the GSA regional office to the GSA Central Office. If the GSA survey report contains a finding that the property is not utilized or is underutilized, or is not being put to its optimum use, and if the Administrator of General Services agrees with such findings, he will solicit the comments and recommendations of the head of the executive agency in an attempt to reach an accord as to whether the property should be retained or reported as excess by the executive agency. When the Administrator of General Services concludes that the property should be reported as excess for disposition by GSA under the provisions of the Federal Property and Administrative Services Act of 1949, as amended, and fails to obtain the concurrence of the head of the executive agency to such action, the Administrator of General Services will make a report to the President through the Property Review Board as prescribed in sections 2(3) and 3 of Executive Order 11508.

(NEXT PAGE IS 4741)

[Reserved]

(NEXT PAGE IS 4749)

ers, vagrants, etc., which require extra or special protection measures. This has usually been taken care of by staffing with additional guards so that the "buddy system" of patrolling may be used. In such cases, the use of sentry dogs should be considered in arriving at the appropriate method of offsetting the need for additional guards, as well as possible reductions in personnel. If it is determined to be in the Government's interest to use this type of protection, advice should be obtained as to acquisition (lease, purchase, or donation), training, use, and care, from the nearest police department using sentry dogs. When sentry dogs are used, the property should be clearly posted "Warning—This Government Property Patrolled by Sentry Dogs."

C. Maintenance Standards. The following standards or criteria are furnished as a guide in connection with the upkeep of excess and surplus real properties:

1. **Temporary Type Buildings and Structures.** Temporary buildings housing personal property which cannot be readily removed to permanent type storage should be maintained only to the extent necessary to protect the personal property. Vacant temporary structures should not be maintained except in unusual circumstances.

2. **Permanent Type Buildings and Structures.**

(a) No interior painting should be done. Where exterior wood or metal surfaces require treatment to prevent serious deterioration, spot painting only should be done when practicable.

(b) Carpentry and glazing should be limited to: work necessary to close openings against weather and pilferage; making necessary repairs to floors, roofs, and sidewalls as a protection against further damage; shoring and bracing of structures to preclude structural failures; and similar operations.

(c) Any necessary roofing and sheet metal repairs should, as a rule, be on a patch basis.

(d) Masonry repairs, including brick, tile, and concrete construction, should be undertaken only to prevent leakage or disintegration, or to protect against imminent structural failure.

(e) No buildings should be heated for maintenance purposes except in unusual circumstances.

3. **Mechanical and Electrical Installations.** These include plumbing, heating, ventilating, air conditioning, sprinkler systems, fire alarm systems, electrical equipment, elevators, and similar items.

(a) At facilities in inactive status, maintenance of mechanical and electrical installations should be limited to that which is necessary to prevent or arrest serious deterioration. In most cases, personnel should not be employed for this work except on a temporary basis at periodic intervals when it is determined by inspections that the work is necessary. Wherever possible electrical systems should be deenergized, water drained from all fixtures, heat turned off, and buildings secured against unauthorized entry. Sprinkler systems should be drained during freezing weather and reactivated when danger of freezing has passed.

(b) At facilities in active status, such as multiple-tenancy operations, equipment should be kept in reasonable operating condition. Operation of equipment to furnish services to private tenants, as well as the procurement of utility services for distribution to tenants, should be carried on only to the extent necessary to comply with lease or permit conditions, or in cases where it is impracticable for tenants to obtain such services directly from utility companies or other sources.

(c) At facilities where elevators and/or high-pressure boilers and related equipment are in operation, arrangements should be made for periodic inspections by qualified and licensed inspectors to insure that injury to personnel, loss of life, or damage to property does not occur.

(d) Individual heaters should be used, when practicable, in lieu of operating heating plants.

4. **Grounds, Roads, Railroads, and Fencing.**

(a) Maintenance of grounds should be confined largely to removal of vegetation where necessary to avoid fire hazards and to control poisonous and noxious plant growth in accordance with local and State laws and regulations; plowing of fire lanes where needed; and removal of snow from roads and other areas only to the extent necessary to provide access for maintenance, fire protection, and similar activities. Wherever practicable, hay crops should be sold to the highest bidders with the purchaser performing all labor in connection with cutting and removal. Also, agricultural and/or grazing leases may be resorted to, if practicable, as other means of reducing the cost of grounds maintenance. Any such leases shall be subject to the provisions of § 101-47.203-9 or § 101-47.312.

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PART 101-47 UTILIZATION AND DISPOSAL OF
REAL PROPERTY

101-47. 4913C4(b)

(b) Only that portion of the road network necessary for firetruck and other minimum traffic should be maintained. The degree to which such roads are to be maintained should be only that necessary to permit safe passage at a reasonable speed.

(c) Railroads should not be maintained except as might be required for protection and maintenance operations, or as required under the provisions of a lease or permit.

(d) Ditches and other drainage facilities should be kept sufficiently clear to permit surface water to run off.

(e) Fencing, or other physical barrier, should be kept in repair sufficiently to afford protection against unauthorized entry.

5. *Utilities.*

(a) At inactive properties, water systems, sewage disposal systems, electrical distribution systems, etc., should be maintained only to the extent necessary to provide the minimum services required. Buildings or areas not requiring electrical service or water should be deenergized electrically and the water valved off. Utilities not in use, or which are serving dismantled or abandoned structures, should not be maintained.

(b) At active properties, water supply, electrical power, and sewage disposal facilities frequently must be operated at rates

much below designed capacities. Engineering studies should determine the structural and operating changes necessary for maximum economy. Where leakage is found in water distribution lines, such lines may be valved off rather than repaired, unless necessary for fire protection or other purposes.

(c) Where utilities are purchased by contract, such contracts should be reviewed to determine if costs can be reduced by revision of the contracts.

6. *Properties to be Disposed of as Salvage.* No funds should be expended for maintenance on properties where the highest and best use has been determined to be salvage.

D. *Repairs.* Repairs should be limited to those additions or changes that are necessary for the preservation and maintenance of the property to deter or prevent excessive, rapid, or dangerous deterioration or obsolescence and to restore property damaged by storm, flood, fire, accident, or earthquake only where it has been determined that restoration is required.

E. *Improvements.* No costs should be incurred to increase the sales value of a property, and no costs should be incurred to make a property disposable without the prior approval of GSA. (See § 101-47.401-5.)

§ 101-47, 4914 Executive Order 11508

(a) Page 1 of Executive Order 11508

Executive Order 11508

PROVIDING FOR THE IDENTIFICATION OF UNNEEDED FEDERAL REAL PROPERTY

WHEREAS proper management and use of the Nation's resources require a continuing and critical review of real property held by the Federal government in order to insure that each such property is promptly released by the agency concerned for appropriate disposition whenever changing program requirements of the agency, or other considerations, obviate the need of the agency for such property; and

WHEREAS existing law, including the Federal Property and Administrative Services Act of 1949, as amended (hereinafter referred to as "the Act"), authorizes the President to prescribe property utilization and disposal policies consistent with and deemed necessary to effectuate its provisions; and

WHEREAS I have determined that it would be in the public interest to enunciate a uniform policy for the Executive branch of the Government with respect to the identification of excess real property holdings, and to establish uniform procedures with respect thereto, in order to insure the prompt identification and release by executive agencies of real property holdings that are no longer essential to their activities and responsibilities:

NOW, THEREFORE, by virtue of the authority vested in me by section 205(a) of the Act (40 U.S.C. 486(a)), and as President of the United States, it is hereby ordered as follows:

SECTION 1. In conformity with sections 202 (b) and (c) of the Act (40 U.S.C. 483(b) and (c)), the head of each executive agency, consistent with the policies set forth in Bureau of the Budget Circular No. A-2, Revised, shall:

- (1) institute immediately a vigorous and complete survey of all real property under his control; and
- (2) make a report to the Administrator of General Services within sixty days of the date of this order, listing any such property or portion thereof, and state whether it is not utilized, is underutilized, or is not being put to its optimum use.

SEC. 2. The Administrator of General Services shall:

(1) within sixty days of the date of this order, and in implementation of the policies set forth in Bureau of the Budget Circular No. A-2, Revised, establish uniform standards and procedures for the identification of real property that is not utilized, is underutilized, or is not being put to its optimum use, and the heads of other executive agencies shall thereafter conform their policies, regulations, and practices to the provisions of such standards and procedures;

(2) within sixty days of the date of this order, institute, and thereafter conduct on a continuing basis, a survey of the real property holdings of all executive agencies to identify properties which in his judgment are not utilized, are underutilized, or are not being put to their optimum use; and

PART 101-47 UTILIZATION AND DISPOSAL OF
REAL PROPERTY

101-47.4914

§ 101-47.4914 Executive Order 11508

(b) Page 2 of Executive Order 11508

(3) make reports to the President, listing any property or portion thereof (identified either by Executive agencies or as a result of the Administrator's survey) which has not been reported excess and which in the Administrator's judgment is either not utilized, is underutilized, or is not being put to its optimum use, and which in his judgment should be reported as excess property.

SEC. 3. (a) The reports required of the Administrator of General Services by section 2 of this order shall be made to the President through a Property Review Board, which is hereby established.

(b) The members of the Property Review Board shall be the Director of the Bureau of the Budget, the Chairman of the Council of Economic Advisers, the Chairman of the Council on Environmental Quality, the Administrator of General Services, and such other officers or employees of the Executive branch as the President may from time to time designate. One of the members of the Board shall be designated by the President as Chairman. The Board shall have an Executive Secretary, who shall be appointed by the President.

(c) The Property Review Board shall review the reports made by the Administrator of General Services pursuant to section 2 of this order, as well as other reports to the President making recommendations for the use or disposition of specific parcels of real property, with particular attention to conflicting claims on, and alternative uses for, any property listed in such reports. The Board shall then make such recommendations to the President as it deems advisable regarding the use or disposal of such property.

SEC. 4. As used in this order:

(1) the term "executive agency" means "executive agency" as defined in section 3(a) of the Act (40 U.S.C. 472(a)):

(2) the term "property", however modified, means real property, or an interest therein, which is covered by the definition of "property" set forth in section 3(d) of the Act (40 U.S.C. 472(d)), and also lands withdrawn or reserved from the public domain which are utilized by executive agencies for purposes other than national forests or national parks; and

(3) the term "excess property" means "excess property" as defined in section 3(e) of the Act (40 U.S.C. 472(e)).

Richard Nixon

THE WHITE HOUSE,
February 10, 1970.

(END OF PART)

April 9, 1971

FEDERAL PROPERTY MANAGEMENT REGULATIONS
AMENDMENT H-62

TO : Heads of Federal Agencies

SUBJECT: Revision of Subchapter H - Utilization and Disposal

1. Purpose. This amendment transmits revised pages to Subchapter H - Utilization and Disposal concerning the identification of unneeded Federal real property.
2. Effective date. This amendment is effective upon publication in the Federal Register.
3. Explanation of change. Section 101-47.802 is amended to change the procedure for processing completed GSA survey reports and for notifying executive agency officials of survey findings.



ROD KREGER
Acting Administrator of General Services

Attachment

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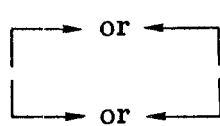
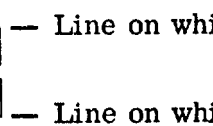
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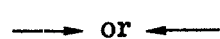
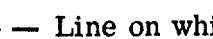
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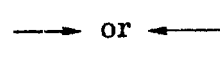
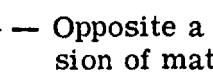
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101	3.	603	2	

101-47.802(b)(5)

(ii) The head of that field office shall arrange for an appropriate official of the executive agency having necessary authority, and who is sufficiently knowledgeable concerning the property and current and future program uses of the property, to be available to assist the GSA representative in his survey.

→ (2) [Reserved]

(3) To facilitate the GSA survey, executive agencies shall:

(i) Cooperate fully with GSA in its conduct of the surveys; and

(ii) Make available to the GSA survey representative records and information pertinent to the description and to the current and proposed use of the property such as:

(A) Brief description of facilities (number of acres, buildings, and supporting facilities);

(B) The most recent utilization report or analysis made of the property including the written record of the annual review made by the agency, pursuant to § 101-47.802(a), together with any supporting documents;

(C) Maps, drawings, and lay-out plans;

(D) Plans of use; and

(E) Agency use criteria.

(4) Upon receipt of notification of the pending GSA survey, the executive agency shall initiate action immediately to provide the GSA representative with an escort into classified or sensitive areas or to inform that representative of steps that must be taken to obtain necessary special security clearances or both.

→ (5) Upon completion of the field work for the survey, the General Services Ad-

ministration (GSA) representative will so inform the executive agency official designated pursuant to § 101-47.802(b)

(1). To avoid any possibility of misunderstanding or premature publicity, preliminary findings will not be discussed with this official. The GSA regional office will evaluate and incorporate the results of the field work into a survey report and forward the survey report to the GSA Central Office. The GSA Central Office will notify the head of the executive agency or his designee, in writing, of the survey findings. A copy of excerpts from the survey report will be enclosed when a recommendation is made that some or all of the property should be reported excess, and the comments of the executive agency will be requested thereon. The executive agency will be afforded a period of 20 calendar days from the date of the notice in which to make such comments. If the executive agency concurs in the survey recommendations, the case will be closed at such time as the agency reports the property excess to GSA for disposal. If the executive agency disagrees with the survey recommendations, the GSA Central Office will attempt to reach an accord with the agency on those matters in dispute. Failing to reach an agreement with the agency, the GSA Central Office will submit the case to the Property Review Board for review and recommendations to the President as prescribed in sections 2(3) and 3 of Executive Order 11508. If comments are not received from the executive agency within the prescribed time period, the GSA Central Office will submit the case immediately without such comments.

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